

From: [Nadine Hugg](#)
To: [Collins, Michelle](#)
Cc: [Ellenberg, Supervisor](#)
Subject: FW: Exciting San Jose Program Director Job Opportunity
Date: Monday, June 3, 2019 1:58:10 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hello Supervisor Ellenberg and Michelle,

As a leader in Santa Clara County, we want to let you know about a great nonprofit job opportunity that is aimed at improving opportunities for local residents. Please see the job description [San José Inclusion Partnership Program Director](#). We are asking local elected officials to spread the word about the job through their networks. We are making one last push to recruit candidates by the application deadline, Friday, June 7.

The City of San José has chosen the California Emerging Technology Fund to manage the program. You can find out more about the Partnership in the linked job announcement and application, including salary and benefits.

I can be reached at 415-744-2392 if you have any questions. Thanks for helping us out in this community effort.

Regards,

Nadine

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From: Nadine Hugg
Sent: Wednesday, May 29, 2019 2:47 PM
To: 'michelle.collins@bos.sccgov.org' <michelle.collins@bos.sccgov.org>
Subject: Exciting San Jose Program Director Job Opportunity

City+of+San+Jose+Logo



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Dear Michelle:

I work with the California Emerging Technology Fund (CETF), a decade-old nonprofit foundation created by the CPUC to close the Digital Divide in California. We are seeking an experienced on-the-ground Program Director to manage an exciting new Digital Inclusion grants initiative that is sponsored by the City of San Jose and will be managed by CETF.

Given your role in the community and wide network, we are asking for your help to recruit top-notch candidates. The application deadline is June 7. I have linked the [job description](#), which includes salary and benefit information and copied below a brief announcement for your use.

Thanks in advance for your help and feel free to contact me if you have any questions.

Thank you,
Nadine

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California Emerging Technology Fund

**San José Digital Inclusion Partnership Program Director
Announcement of Position
April 1, 2019
Request for Letters of Interest
Due Date Extended to June 7, 2019**

Are you seeking an opportunity to lead a groundbreaking initiative that will be a model across California? Do you have:

- **Experience managing grants to nonprofits and public agencies**
- **Experience working with low-income communities to improve access to opportunity**
- **Familiarity with Digital Inclusion and digital literacy initiatives, working across various demographic groups**
- **Ability to work in an environment that emphasizes detailed work plans with measurable outcomes and metrics reporting**
- **Confidence as a self-directed manager and willingness to handle self-supporting functions**

If your answer is YES to these questions, you are invited to apply to become the San José Digital Inclusion Partnership Program Director. Please see the linked [Position Description and Qualifications](#), and submit your Letter of Interest and requisite application materials as soon as possible to CETF (due no later than 5PM on June 7, 2019).